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June 23, 2016
NOTICE OF JOB VACANCY
#16-159

An opportunity currently exists in the classified career service with the Department of Law and Public Safety, Division of Gaming Enforcement, for permanent State employees in the competitive division as a **lateral transfer only** who meet the below requirements:

TITLE: Secretarial Assistant 1 (Non-Stenographic)

SALARY: A20 (\$49,263.43 - \$69,662.11)

LOCATION: Division of Gaming Enforcement
Executive Service
1300 Atlantic Avenue
Atlantic City, NJ 08401

NUMBER OF POSITIONS AVAILABLE: One (1)

DESCRIPTION: Under direction of the Division Director, assists in the coordination of legal, investigative and administrative support services. Supervises clerical staff and coordinates daily office activities. Types complex and confidential legal documents and investigative reports. Answers telephones promptly, professionally and takes accurate messages. Provides technical assistance to staff and representatives of other state and local agencies in accordance with established policies and procedures. Maintains an information tracking database. Compiles information in the preparation of statistical and other reports containing findings, conclusions and recommendations.

REQUIREMENTS: Experience: Five (5) years of experience in secretarial and administrative clerical work.

Note: Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to office procedures, word processing and business English.

TO APPLY: Send resume, copy of college transcript and letter of interest to:

Robert Peterman, HR Manager
Division of Gaming Enforcement
140 E. Front Street
PO Box 047
Trenton, N 08625-0047
Email: jobs@njdge.org

Responses must Be Received No Later than July 7, 2016.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

